

STANDARD FORM NO. 64

CONFIDENTIAL

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 16 May 1956

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report No. 20
9 May - 16 May 1956

I. SIGNIFICANT ITEMS

1. The demand for training in writing from all components of the Agency continues to increase. Applications for enrollment in the Writing Workshop (formerly Intelligence Writing) scheduled for 21 May have far exceeded the maximum number of students that can be admitted if the course is to retain its present character. A major feature of the course has been the attention the instructors have given to the student's particular difficulties by careful correction of written exercises and subsequent individual conferences. Such attention has been possible only with a class limited to twelve.

2. The DD/P has also become a customer with a request to enroll six students in the next running. By increasing the enrollment to fourteen, and by reducing quotas of DD/I and DD/S, four DD/P employees have been accommodated.

II. OTHER ACTIVITIES

1. The curriculum and schedule for the OO/C Refresher Course, 11-20 June, have been completed. Mr. [] will again serve as course supervisor.

2. Mr. [] lectured on "The Communist Party of the Soviet Union" in the LETS USSR Area Survey course 15 May.

II. PERSONNEL NOTES

1. Miss [] reported back to duty yesterday from sick leave.

CONFIDENTIAL

25 YEAR RE-REVIEW